

TITLE, SERIES, GRADE: Director, Office of Policy and Legislation, ES-905

PAY RANGE: \$111,676 to \$154,600*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules and agency certification.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-SES-01

AREA OF CONSIDERATION: Government-Wide

OPENING DATE: February 2, 2007

CLOSING DATE: March 2, 2007

DUTY LOCATION: Office of Policy and Legislation, Criminal Division, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The Director, Office of Policy and Legislation (OPL) oversees the systematic review and analyses on a broad array of crime policy and program issues to support the Department's efforts to advance new legislation, sentencing guidelines and policies. The incumbent works directly with Sections/Offices and other stakeholders to ensure adequate coordination and review of the Division's legislative agenda and initiatives.

This Director serves as a key adviser to the Assistant Attorney General, Chief of Staff, and the Counselor to the AAG on all legislative and policy issues of importance for the Division and the Department. The incumbent must be able to meet and deal effectively with high-level officials in the Department of Justice, other federal, state, and local government organizations, and the criminal justice community.

MAJOR DUTIES:

The Director of Policy and Legislation:

- Supervises the staff's interdisciplinary research and analysis on policy, legal and legislative issues, and monitors and analyzes crime, prosecution and sentencing data at the national, regional, and district levels to keep senior managers informed about patterns, anomalies, and emerging issues or trends.
- Develops and implements operational procedures to improve legislative processing; facilitates the distribution and collection of comments and tracking tools to monitor the progress of legislative review; provides feedback to the Sections and Offices about the status of their comments in the review process- from the Division's senior management, to Office of Legislative Affairs, to Office of Management and Budget.
- Serves as a primary liaison with components of the Justice Department outside the Division and with other government agencies, and state and local investigative and prosecutorial agencies in undertaking joint analytical studies and research on issues of mutual interest pertaining to criminal justice law enforcement.

- Provides analytic assistance that affords the Administration substantive input to Capitol Hill on frequently fast moving legislative initiatives affecting the Division and the Department.
- Provides legal support to the Department's ex-officio member on the U.S. Sentencing Commission to develop a Departmental agenda before the Commission and to coordinate the Department's comments on pending Commission guideline amendment proposals.
- Provides staff support to the Judicial Conference's Advisory Committee on Criminal Rules and to the Department's representatives on the Standing Committee on Rules, Practice and Procedures.
- Prepares materials such as briefing papers, legal memoranda, Congressional testimony, annual reports and special analysis of relevant topics that focus on critical legislative and policy issues. Directs and performs analytical studies in connection with the preparation of testimony, reports, and speeches to be presented by Department officials.
- Oversees the Section's financial, human and technical resource applications. Ensures that resource enhancements necessary for proposed priorities are identified and that justification for additional funding is prepared to ensure adequate funding levels. Utilizes efficient and cost-effective approaches to integrate technology into the workplace for improved program effectiveness, information management, and enhanced decision-making.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

- 1) Significant experience in providing analytic support and substantive input on fast moving legislative initiatives and Congressional inquiries affecting the Division and the Department.
- 2) Proven ability to supervise of staff of legal, technical, professional and administrative staff.
- 3) Knowledge of research methods and practices; the legislative process; and public policy analysis, development, and implementation.

- 4) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials relating to legislative and policy issues; and
- 5) Familiarity with Federal laws and Department of Justice policies in the assigned areas, including U.S. Sentencing Commission guidelines/Federal Rules of Criminal Procedures.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical and specialized education requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee or certified under a SES Candidate Development Program must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period..
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE (3/2/07)** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Tracy Melton
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

Applications must be **received by the closing date (3/2/07)** to receive consideration.

CONTACT: Tracy Melton or Theresa Morgan

CONTACT PHONE: 202-514-2811

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-305-2918